

8 AUG 1980

MEMORANDUM FOR: DDA Exchange Senior Editors

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FROM:

[REDACTED]  
Chief, Management Staff, DDA

SUBJECT: Theme Issue of DDA Exchange

1. The October issue of the DDA Exchange will incorporate our first theme presentation -- the DDA in the 1990s.

2. If you can, please submit an Exchange article which addresses the theme. As a suggestion, you might enlist the services of the "prime futurist" of your office or elicit a series of opinions from your careerists. The articles should present a profile of Agency operations from your organizational perspective; for example -- present what data processing or logistics or financial operations will look like in fifteen years, and how that picture will affect the Agency at large. If the theme is not something you can comfortably address, I would still appreciate a regular article from you which incorporates some of the ideas which we discussed at our last meeting.

3. As you may also remember, we have started a new feature called "Current Events" which is a very short -- three or four sentence -- description of a recent office development. I would appreciate a contribution to "Current Events" from you in addition to your article submission.

4. I would like to meet with you on 13 August 1980 at 1530 hours in 7D32 Headquarters, to discuss this first theme publication and other ideas or suggestions you may have for future editions of Exchange. I will need your articles by 1 September 1980 in order to make a mid-October publication date.

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5. If you have any questions or if I can be of any help prior to the meeting, please call me or [REDACTED] on extension [REDACTED]

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